

8 August 1979

Classification Review Procedure

CRP 79-35

REF: CRP 79-2
CRP 79-4
CRP 79-7
CRP 79-25
CRP 79-21

Stamps Authorized for Systematic Review

1. Four principal document stamps are authorized for systematic review, two applicable to CIA permanent records and two to be used on documents created by other government agencies if they contain CIA derivative information.

a. CIA documents:

(1) The stamp used on the vast majority of CIA permanent records is the basic reviewer's stamp. It is also used on documents created by foreign governments in accordance with CRP 79-21. It is as follows:

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: _____ REVIEWER:

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(2) When reviewers encounter CIA documents that contain information furnished by another government agency or information of concern to another agency, and if the document may be declassified from the CIA point of view (see CRP 79-2), the following stamp will be used:

DOCUMENT NO. _____
CIA HAS DETERMINED THAT THIS DOCUMENT
MAY BE DECLASSIFIED SUBJECT TO REVIEW
BY: _____
AUTHORITY: HR 70-2
REVIEWER: _____ DATE: _____

b. Documents created by another government agency, but containing CIA derivative material or information of concern to CIA (see CRP 79-4) will be stamped as follows:

(1) If the document must retain a classification:

THIS DOCUMENT CONTAINS INFORMATION
THAT THE CIA HAS DETERMINED MUST BE
CLASSIFIED AT THE LEVEL INDICATED:

TS S C

AUTHORITY: HR 70-2

REVIEWER: _____ DATE: _____

(2) If the document may be declassified:

THE C.I.A. HAS NO OBJECTION
TO THE DECLASSIFICATION OF
THIS DOCUMENT.

NOTE: Reviewer
should write in date.

No. _____

2. Reviewers will also require the following auxiliary stamps to be used as applicable in conjunction with one of the principal stamps:

a. For upgrading or classifying CIA documents in accordance with CRP 79-7:

ORIGINAL CL BY _____

☐ DECL ☐ REVW ON _____

EXT BYND 6 YRS BY _____

REASON _____

b. For identification of folders in accordance with CRP 79-25 and for stamping of control sheets removed from top secret documents that have been downgraded:

JOB # _____

BOX # _____

FOLDER # _____

TOTAL # CIA DOCS. HEREIN _____

c. For changing classification:

CONFIDENTIAL

SECRET

(If Top Secret is needed, see an officer with TS classification authority)

d. For indicating location of the reviewer's stamp when first page is too crowded:

See Reverse for Declassification Action

3. If reviewers are lacking any of the above stamps, they should be obtained from the Information Control Assistant. The following stamp is obsolete and should be returned to the Information Control Assistant for destruction:

This document has been reviewed by the
CIA and a classification retained only
because it contains information received
from another government agency. The
document may be declassified subject
to approval by the other agency(s)
concerned.

Reviewer: _____ Date: _____



Chief,
Classification Review Division

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Classification Review Procedure

CRP 79-34

REF: CRP 79-18

Discrepancies in Review Action

1. CRP 79-18 states in part --- "A computer run will be made at monthly intervals to flag discrepancies in review action on identical documents. Reviewers will be assigned to re-check the documents in question, make the appropriate changes on those determined to be in error, and complete new 4023A forms reflecting the changes." This Classification Review Procedure deals specifically with Division operating procedures to resolve review discrepancies and implement corrections.

2. Per agreement with DARE system analysts, henceforth, the Information Control Assistant/CRD will key into the computer a requirement to produce the run flagging discrepancies as of the first working day of the month. On receipt of the run in CRD (next day), it will be forwarded to the Branch Chiefs in the following order: NFAC, S&T, DO, and DA, who will be responsible for clearing discrepancies in their respective directorate's materials, as reflected in the OPI field of the document showing the discrepancy. In case two different OPIs are listed for the same document involving two directorates, the first Branch Chief cognizant of one of the numbers will take action to resolve the discrepancy. It is essential that discrepancies be cleared promptly and the machine run passed to the next Branch Chief promptly.

3. By the 30th of each month, Branch Chiefs will report to Chief, CRD in writing the status of review discrepancies appearing in the machine run for the previous month.



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